



Agenda

Community Engagement Forum Funding Sub-committee (Central)

Venue: Committee Room, Civic Centre, Doncaster Road, Selby YO8 9FT.

Date: Monday 11 January 2016

Time: 6.30 p.m.

To: Melanie Davis, Councillor Ian Chilvers and Councillor Judith Chilvers.

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

A copy of the Register of Interest for each Selby District Councillor is available for inspection at www.selby.gov.uk.

Board members should declare to the meeting any disclosable pecuniary interest in any item of business on this agenda which is not (in the case of Selby District Councillors) already entered in their Register of Interests.

Board members should leave the meeting and take no part in the consideration, discussion or vote on any matter in which they have a disclosable pecuniary interest.

Board members should also declare any other interests. Having made the declaration, provided the other interest is not a disclosable pecuniary interest, the member may stay in the meeting, speak and vote on that item of business.

If in doubt, Board members are advised to seek advice from the Monitoring Officer.

3. TERMS OF REFERENCE

To note the Terms of Reference of the Funding sub-committee (to follow).

4. FUNDING APPLICATIONS

To consider funding applications received (pages 2 to 78 attached). Funding Guidance for CEFs is attached at page 1.

- 4.1 Applicant: Naturewood Selby (Barlow common) Toddler group
Project: Naturewood Toddler Group
Amount: £1,000
- 4.2 Applicant: UKFAA (Mickey's Boxing Academy)
Project: Mickeys Boxing and Community Club – Expansion Project
Amount: £1,000
- 4.3 Applicant: Positive Youth Community Interest Company
Project: Recycle
Amount: £1,000
- 4.4 Applicant: Magnetic Arts
Project: Selby Supportive Arts
Amount: £750

Jonathan Lund
Deputy Chief Executive

For enquires relating to this agenda, please contact Janine Jenkinson, Democratic Services on 01757 292268 or email: jjenkinson@selby.gov.uk.

Allocation of grants framework

All grants from the community fund will be considered by the CEF Partnership Boards and their recommendation will then be authorised by Selby District Council to ensure the following:

- There has been a logical and justifiable allocation of funds.
- The application meets all necessary criteria including personal identifying checks for the purposes of detecting fraud.
- The decision is compliant with the Council’s constitution and legal framework.

When making the recommendation members of the Partnership Board will evaluate the merit of each application by the information and detail provided it provides and in accordance with the allocation framework below:

<p>Category A: For applications to be awarded over £750 and up to £1000 they will be expected to show the following:</p>	<p>-How the project meets at least 2 of the objectives in the CDP for their CEF area</p> <ul style="list-style-type: none"> - Extensive and detailed benefits for one or more defined groups in their CEF area. - Clear evidence for a high level of need and extensive community consultation e.g research conducted or a small pilot. - The continued involvement of the community or a defined group throughout the project.
<p>Category B: For applications to be awarded £300 and up to £750 they will be expected to show the following:</p>	<p>-How the project meets one or more objectives in the CDP for that CEF area.</p> <ul style="list-style-type: none"> - Can demonstrate benefits to one or more defined groups within their CEF area. - Can demonstrate evidence of need.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Naturewood Selby (Barlow common) Toddler group

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

3 The Oval
Beal
NorthYorkshire
DNa4 0TA

Telephone number one

* removed

Email address (if applicable)

Naturewood.selbygmail.com

Telephone number two

* removed

Web address (if applicable)

Fax number (if applicable)

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact

Title	Forenames (in full)	Surname
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CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Mrs	Wendy	Crow
Position or job title		
<i>Forest school leader</i>		

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	/

Other	Please describe	
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day		Month	April	Year	2015
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	



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Other
(please specify)

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application. – Sorry it won't tick, but constitution included as an attachment

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Naturewood Toddler Group

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

The project is to carry on from the steady beginnings of the toddler group to ensure its continuation beyond its first year.

Naturewood provides equipment and resources and an environment in which parents feel safe and happy to bring their toddlers (and older children in the holidays) to Barlow Common to play and do activities in the outdoors. We deliver the group by volunteers who are experienced in play work and/or outdoor activities. Parents and carers also help during the sessions where they can. We set up continuous provision activities so the children and adults can access the natural environment in a manner that they are familiar with eg mud kitchen, ball games, mini beast hunting, climbing, singing familiar songs and we broaden their experience and knowledge by adding further activities such as hammocks, nets for climbing, den building, cooking on an open fire, bird watching, making up new songs relevant to the environment of Barlow common. We encourage the children and adults to bring their own ideas of things to do in the woods and try to help to provide

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for this.

We try to ensure that the children and adults are comfortable enough to feel happy to play by providing juice and biscuits for the children and hot drinks and biscuits for the adults as well as a group where they can have company and support. We provide at least 1 toilet, various outdoor shelters and a building for shelter when needed.

We are aiming to open most weeks of the year including during school holidays and when the weather is varied. Therefore we need to be prepared for all weathers including extremes and for older children attending some sessions.

So far, we have worked with Selby District Scouts by using their camp site on the common, and they have been very supportive whilst we started the group; and we have worked with Yorkshire Wildlife trust to accommodate us for the winter months. We have also liaised with Pete who manages the Barlow Common Fishing pond to access the YWT building and toilet facilities. We would like to work with the Drax nature reserve staff at some time as they also do some work on the Common.

Continue on next page

Q2.2 What does your project involve? (500 words) continued.

Purchasing replacement and further equipment , ensuring we have enough money for the public liability insurance, paying for rent for the YWT building over the winter months, buying advertisement in local magazines to cover Selby and all surrounding villages and families magazine for vale of York to increase our regular attendees numbers to then make the group self-sufficient.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Start date

Day	1	Month	Nov	Year	2015
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Finish date

Day	1	Month	Nov	Year	2016
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application’s chance of success so don’t be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Tidy environment Toddlers and parents/ carers are encouraged to leave the environment as we found it	By practicing what we expect – tidying up after ourselves and leaving the woods as we found them or as near as we can
Objective 2: Sports and leisure Play outside with other like minded children and parents	By keeping the group running every week so that it becomes a regular, enjoyable habit for the families. By keeping the costs low for the families so that it is accessible to any that want to try it.
Objective 3: Community safety Children and parents/ carers learn how to play in the woods and open areas, they foster a positive attitude towards that environment and want to use it in the long term for positive reasons.	By running the group and the children and parents enjoying it and wanting to continue it long term. This will foster a positive attitude towards Barlow common in particular, but other areas of similar environment in general. Longer term, this will hopefully lead to more volunteering at the common which in turn continues the usefulness of the area and people using it for positive reasons.



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Objective 4:

Q2.4 Continued.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

Beneficiaries

The parents and toddlers who come are the immediate beneficiaries from regular socialising as well as the outdoor physical play.

Walkers who come to the common have been pleased that children are playing there; they recognise the long term benefits of children and families using the common for positive play. It makes the walkers and villagers at Barlow feel that it is a safer place to have on their doorstep.

Childminders (we have 2 attending regularly at the moment) would have an ideal place to provide the outdoor provision needed for their balanced early years provision.

Yorkshire Wildlife Trust are benefitting by increased visitors to Barlow Common and increased interest and knowledge about what is there by families and will benefit from the small rent income over the winter.

Selby District Scouts have benefitted already from our small income over the spring and summer months, but also by raised awareness from families about the campsite and scouting in general within Selby District. I have been able to pass on 3 enquires to scout groups in the district from families attending the toddler group, and received 2 beaver scouts into my own pack in Eggborough as a direct result of them attending over the summer holidays.

If we can guarantee our security then we can contact Selby college childcare department to find out of their students would like some experience at the group.

Outdoor activities and education is a huge part of the Early Years curriculum now, and we would be a very convenient group for them to visit whilst learning their craft.

Other local childcare settings would be welcome to visit to help improve their knowledge and understanding of this form of outdoor experience.

Feedback

We receive immediate feedback at each session verbally from the users, and have a Facebook group for further feedback. (the privacy for this is secret so that adults need to be checked before they are approved to join the group)

Future ideas within the group are to have longer days, more theme days, use more of the common with support from hunting sheets (eg bug hunting sheets and bug pots) , pond dipping days, café days using the YWT building.

Volunteering

Some parents have suggested activities, stories and songs, and some have taken the lead on such. Some parents are happy to wash blankets and wash up after snack. We encourage all parents and toddlers to help set up and clear away, success varies on which parents are attending on the day. Adult volunteers sometimes offer time and resources – such as 1 lady has volunteered for a half term to become familiar with forest schooling to help with a job application; 1 lady used her time at Naturewood to add to her university application for a teaching degree for which she was accepted; 1 lady has managed to obtain a coffee and tea donation from the shop that she works at.



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Q2.5 Continued.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

I started the pilot for this group at Easter 2015 with support from Hazel who has previously managed a child care setting. It was initially to be able to complete my level 3 forest school training as well as seeing if this kind of group was wanted in this area. With consultation of the parents who attended (mostly from Hensall Toddler Group initially) we developed the provision at Camp Tamarak also with the support of Selby District Scouts. Because the parents liked it, we continued. We have advertised mainly through word of mouth and a link to the Facebook group, and then through posters at other indoor toddler groups and some nurseries in south Selby.

Some parents and childminders are telling us that they want this group to continue and it is good because it is outdoors and relaxed; also because it runs in the school holidays as well as term time.

Each time we put a poster into a new nursery or indoor toddler group, we get more enquiries by telephone or Facebook message and this has so far resulted in 2,3 or 4 new parents trying out the group. Some of these new parents have become our regular core attendees. Thus far we have relied on settings that the parents we know make use of, because they have been able to take a poster with them.

The 'Families magazine' included us in an article for summer holiday activities and we had a 4 fold increase of attendees during those weeks.

Walkers on Barlow common and some villagers, the scouts, Pete the fishing pond man and the YWT are telling us that they welcome the group because it is for positive play on the common. Dan, the Drax nature reserve man is happy that we are running and offered to show us the birds that he was tagging on the common.

I follow and communicate with various forest school providers in Yorkshire and England. We all share ideas for activities, themes, advertising etc. There is a similar provision in York and she charges more as it is her living, and she is booked up for every session within days. Another provider uses Skipworth common about once a month. She also charges more and from comments from parents who have tried her out, she is even more extreme outdoorsy (hole in the ground loo, no building), so these particular parents like the provision of an indoor loo, kettle and building should we need it.

The gap in provision is that we are so far the only group regularly running outdoors every week, with enough comforts to make it fairly easy to enjoy the outdoors woodland with toddlers.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	200	200	Nov 2015 to april 2016
Revenue	1805	800	Nov 2015 to nov 2016
Total	2005	1000	

Are the total costs more than the amount you would like from us?

Yes	y	No	
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If yes, where will you get the other funding from and have you secured it yet?

Secured - Naturewood at Barnsley covered my training costs of £999 as volunteered there for 2 years. We might be able to use their insurance with it being the broadest kind of public liability for forest school and special needs clients. they rely on Barnsley council for funding , so as long as they have the funding and as I am now level 3 qualified, that is a possibility. (£325)

Each parent pays £ 3 for an adult and child attending and then £1 for each extra person (under 1s are free) This is secured, but varies depending on number of attendees.

Volunteer funding hours are secured from Wendi each week (Bed Hons – teacher trained and experienced) . 2 hours at each session plus 1 hour setting up and a half hour paperwork each week. Secured from Hazel (early years trained) 2 hours during session half hour clearing away every week Secured from Scarlett – main extra help where needed 1 to 2 hours per week.

Most regular parents are starting to help each other with the toddlers care and drinks for each other and some weeks we have other volunteers as well.

Q3.2 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital

CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

overheads

Rent for building over winter months where attendee numbers are expected to be low this year (until we get more hardy, all weather, parents in the group) @£10 per week November to April = £200 based on what we have agreed with YWT for rent for the building (there will be a further charge of 10% plus vat of what we charge for attendees which will come from the fees paid)

Revenue

Travel expenses for volunteers

Based on having had none so far , but at £3 per day (1 time a week) for wendy and hazel = for 50 weeks = £300

public liability insurance for 1 year from 14/1/16 = £ 325 based on purchasing it from my own pocket for 3 months, then twice more from fees from parents.

Replacement equipment (hammocks, rope, poles, crafting items) £400 based on previous purchases from my own pocket which need replacing for safety reasons.

New equipment (fire pit, fire gloves, fire first aid kit, fire bucket , flint and steel x 2, whittling knives x 2) £500 based on prices from Muddy faces – online forest school shop. These are activities requested by parents who know of other forest/ outdoor activities in other counties in England.

Advertising in 8 local village magazines – :£200 – based on 1 year small ad being about £25 in 1 magazine.

Advertising in families magazine £80 based on previous quote , and the success of families coming from the article for summer holiday activities from that magazine.

The length of the overall project, to be really successful, needs to continue for several years and beyond. This grant would give us some breathing room and advertisement to be able to spend time building up a secure and regular base of attendees. That would give us time and energy to expand activities successfully into the rest of the common during school holiday sessions. I would like to try to keep the fees to the low price set thus far to attract many families, who are restricted by finances whilst they have young children. If in the future, if we need to raise the fees then we will do so , but very reluctantly.

Naturewood Forest School

Constitution 2015

1.0 Name

1.1 The name of the forest school is Naturewood (Selby at Barlow) in this Constitution as “the forest school”.

2.0 Aims

2.1 To provide an environment where parents/ carers and toddlers feel safe to play, learn and explore outside.

2.2 to continue the provision in school holidays, also catering for older attendees.

3.0 Powers

3.1 To further its aims the forest school has the following powers:

- (a) to provide accommodation and equipment;
- (b) to raise money to pay for the forest school school’s activities;
- (c) to make such payments as shall be necessary;
- (d) to fix and collect the fees payable in respect of children and parents/carers attending groups run by the forest school
- (e) subject to adherence with all applicable legislation,
- (g) to hire or acquire assets of any kind;

h) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Forest school;

(i) to sell, lease or otherwise dispose of all or any part of the forest school’s property

(j) to set aside funds for special purposes or as reserves against future expenditure;

(k) to insure the property and assets of the forest school against any foreseeable risk and to take out other insurance policies to protect the forest school as required;

(l) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Preschool provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty r which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the leaders;

(m) to do any other lawful things which are necessary or desirable to enable the forest school to achieve its aims.

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4.0 The Management

5.1 The overall management and control of the forest school will rest with volunteers who are level 3 trained and named on the insurance

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5.0 Finance and Accounts

5.1 The management will ensure that the forest school complies with the requirements of the funders as to the keeping of financial records.

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9.4 All accounting records relating to the forest school shall be available for inspection by any interested and relevant parties

9.5 The forest may open one or more bank accounts. All bank accounts will be in the name of forest school. Cheques and orders for payment of money from these accounts shall normally be signed by two designated persons.

11.0 Dissolution

If forest school dissolves all the monies will go to naturewood at Silverwood Barnsley

12.0 Indemnity

Type here name and address 07985 238 979 and email naturewood.selby@gmail.com



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APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

UKFAA (Mickey's Boxing Academy)

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

The Warehouse, Douglas Street, Selby YO8 4AG

Telephone number one

*removed

Email address (if applicable)

mickeysboxingacademy@hotmail.com

Telephone number two

Web address (if applicable)

FB: mickeys boxing and community club

Fax number (if applicable)

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact



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Title	Forenames (in full)	Surname
Mr	Mickey	Bradshaw
Position or job title		
<i>Chairman and Head Coach</i>		

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	Y

Other	Please describe	
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day		Month		Year	
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	



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Other
(please specify)

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

X

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Mickeys Boxing and Community Club – Expansion Project

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

Mickeys is a not for profit organisation and has been open to the public since April 2008 providing a safe environment to those individuals from across the Selby district who are interested in learning how to box, improve fitness, or to volunteer within the club. The gym is open 3 x per week providing a separate kids and adults class and also a squad class as well as sessions for local schools. The club teaches boxing skills, provides weekly exercise, sparring opportunities both in Selby and at other clubs to build boxers confidence and skills and also to prepare them for bouts if they wanted to pursue this sport. The training and environment helps build skills, self-confidence and esteem, develop friendships, manage anxiety or anger issues and provides a positive activity for all involved. The aim is to be able to continue to provide 3 weekly sessions for children, adults and squad members and to continue to work closely to provide sessions with local schools as part of their alternative curriculums. The club would also like to be able to deliver short programmes that are targeted to meet individual needs by delivering needs based sessions with

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limited numbers attending. As well as this the club has been offered a larger building to enable us to carry out more of the activities above but requires some financial help towards making the building ready to deliver these activities. It's in a better catchment area than the current premises and closer to large housing estates so will be more accessible for those in that part of the community which means we can help even more people.

Continue on next page

Q2.2 What does your project involve? (500 words) continued.

Our aim is to use funding to move to a bigger premises so we can deliver more classes and be open for more of the community as we currently have limited space. Mickey's provides sessions for 50+ children and adults of mixed ability weekly who engage in a regular positive activity that develops transferable skills that can be used in everyday life. It supports young people through links with the local secondary school and those on the fringe of anti-social behaviour and those with difficult family homes. The club encourages and develops individual talents and group work to ensure everyone's needs are being met in the best possible way. The coaches' act as mentors for all and offer support when needed, and identify any concerns. It has excellent links within the community and is known for its open, cost effective and friendly environment. The club members support each other every session offering encouragement, demonstrations, help and support to each other. The premises we have been offered requires some building works to extend the space as well as general tidying up of the building, painting etc which all the members will have involvement in.

The project will start as soon as we are in possession of keys for the building and the doors will open on 1st April, the work we do will be secured for a further 10 years lease.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.



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Start date

Day	1	Month	1	Year	2015
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Finish date

Day	1	Month	April	Year	2016
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: Increase participation	We will increase participation by being able to open up to more of the community by having more space
Objective 2: Increased education regarding Health	Having a larger space will enable us to provide more regular workshops on health fitness and nutrition to the members and community
Objective 3: More accessible	The new premises will make the club more accessible to other members of the community by being closer to more houses including Abbots and Staynor estates which would be within walking distance
Objective 4:	

Q2.4 Continued.

CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The project will involve all current members, our committee as well as parents, siblings and new members. The building which we want to move to requires tidying up, painting and well as some building works. We will set up small groups to carry out and plan works within the building. This will include, costing and ordering of materials, outing forward ideas of layouts of the building and how they would like the building to present itself.

In past projects we have taught members of the group how to paint, plaster as well as other tasks and trades whilst carrying out improvements in the existing building and we will continue with this also for this project. We are planning to have an open day to invite other members of the community to help with the project and get it ready on time for the doors opening on 1st April.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

Mickeys has been running very successfully in the town for almost 8 years, it has helped many kids and adults in the community from all walks of life in a variety of areas, including health, fitness, team work, CV writing, educational help, job hunting. We have worked with the youth teams and schools as well as other government services. We have run extra sessions in 8-10 week blocks on additional nights for starter groups and disadvantaged members of the community successfully several times over the years. We have ran workshops on health fitness and nutrition as well as bullying workshops, we've worked with Yorkshire Boxing to deliver welfare courses and have also put many members of the community through our governing body's coaches course, First Aid and welfares courses.

The group is over run and in more and more demand from members of the community but we can only do so much in the space that we have. A typical night at the consists of 3 x 1 hour classes with the age groups 5 years up to adults in their 40's as well as 9 active coaches who give their time for free. The kids academy that runs for an hour sees around 20 5-12 year olds twice a week, the older class around 20-25 and the following class around 15-20 which are the members that compete and are working towards competition. We also hold a Saturday morning session for 2 hours

We have new members walking through the doors almost every session every week so we need to expand the facilities to accommodate the demand



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	5000	1000	Jan – March 16
Revenue	8000	0	PA costs
Total	13000	1000	Project plus PA costs

Are the total costs more than the amount you would like from us?

Yes	Y	No	
-----	---	----	--

If yes, where will you get the other funding from and have you secured it yet?

We have raised funds by doing some fund raising events such as bag pack and a lands end to john O’Groats bike ride. We hold shows three times a year to raise funds and charge a small subscription to members either monthly or per session to cover the running costs of the building including rent and utilities.

The build project for this is £5k, of which we are now looking into more funding streams, we have a show planned for 30th January to help raise funds also., this show is currently being organised by the members with the committees and coaches guidance.

There is £1k in the account that has already been raised by the members from a raffle, bike ride, auction and bag pack.

Q3.2 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

The costs for the project are for materials only, one of our committee members has a trade account and the club has just sent in an application for a trade account with Jewsons to be able to purchase the materials and cost price or better, we already have these costs. There are several trades in the club such as builders, electricians, labourers, plumbers, brick layers etc so the labour part of the project is going to be volunteered time and have no costs involved.

The costs of the new building is the same as our current premises and we know the overheads costs as they have been around the same over the last 8 years.

Constitution

This constitution was adopted on the 24th day of November 2012

NAME

UKFAA (Mickey's Boxing Academy – Selby)

2. OBJECTS

The objects of the club shall be to teach under 18's and adults boxing up to a competitive level in a safe, supervised environment. And to help them achieve their goals within the club & sport. And to allow them to compete at ABAE level. (internationally).

3. POWERS

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

Power to raise funds and invite and receive contributions.

Power to organise activities, events, lectures, discussions and to produce leaflets and other publicity material.

Power to consult the public by arranging meetings and surveys.

Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects and to exchange information and advice with them.

Power to do all such other lawful things as are necessary for the achievement of the objects.

MEMBERSHIP

Full membership Junior membership of the club shall be open to all persons under and over the age of 18 years interested in furthering the objects

b) The Executive Committee may for good and sufficient reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

SUBSCRIPTION

All members shall pay monthly or per session

The club shall be managed by an Executive Committee The Executive Committee shall consist of a Chairperson, a Secretary, Treasurer ('the Officers') and not more than 8 other members.

If vacancies occur among the Officers, the Committee shall have the power to fill them from among its members.

The Committee may co-opt up to three full members of the club to serve on the Committee until the next Annual General Meeting.

EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Committee shall hold at least three ordinary meetings each year.
- b) There shall be a quorum when at least one third of the members of the Committee or three members of the Committee, whichever is the greater, are present at a meeting.
- c) Every matter shall be determined by a majority of the members of the Executive Committee present and voting. In case of equality of votes the Chairman shall have a second or casting vote.
- d) Minutes shall be kept as a record of the proceedings of the meetings of the Committee and any of its sub-committees.

ANNUAL GENERAL MEETING

- a) There shall be an annual general meeting which shall be held as soon as practicable after the end of the clubs financial year. Members shall be given at least 14 days notice.
- b) The Executive Committee shall present the report and accounts of the club for the preceding year.
- c) Nominations for election to the Executive Committee must be made by members of the club in writing before the commencement of the meeting.
- d) The quorum at a general meeting shall be 10 members, or one quarter of the members, whichever is the greater.

GENERAL AND SPECIAL GENERAL MEETING

The Executive Committee may at any time call a general or a special general meeting of the Association stating the business to be discussed. A special meeting may also be called by the Secretary if a written request is received from at least 10 members. At least 14 days notice shall be given for special general meetings.

9. FINANCE

- a) All monies raised by or on behalf of the club shall be applied to further the objects of the club and for no other purpose.
- b) The funds of the club including all donations, contributions and bequests shall be paid into an account operated by the Executive Committee in the name of the club at such bank as the Executive Committee shall from time to time decide.
- c) All cheques drawn on the account must be signed by two Officers and must be approved by the Executive Committee.

- d) The Executive Committee shall comply with the obligations for trustees under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
 - i) The keeping of accounting records
 - ii) The preparation of annual statements of account
 - iii) The auditing or independent examination of the statements of account.

11. AMENDMENTS

Any amendments to the constitution shall require the approval of a two-thirds majority of those present and voting at the General Meeting at which it is discussed. Any resolution for the amendment of the constitution must be received by the Secretary at least 21 days before the meeting at which the resolution is to be brought forward.

12. DISSOLUTION

- a) The club may be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting.
- b) Such proposals to dissolve the club shall take effect only if agreed by a two-thirds majority of members present and voting at the meeting.
- c) Surplus funds and equipment of the club, if it is dissolved, shall be given or transferred to such other charitable institution or voluntary organisation having similar objects as the members of the Association may determine or failing that shall be applied for some other charitable purpose.

13. ARRANGEMENTS UNTIL THE FIRST ANNUAL MEETING

Until the first Annual General Meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear below:

Name (Block capitals)	Signature	Position
Mickey Bradshaw		Chairman Head Coach
Josh Emery		Vice Chair
Amy Howdle		Treasurer
Caroline Bradshaw		Secretary
Michelle Hutchinson		Child Welfare Officer
Natalie Foston		Deputy Welfare Officer
Carl Williams		Committee member
Shaun Barkess		Committee member
Nigel Baines		Committee member
Moray McDonagh		Committee Member
Aaron Leaper		Committee Member
Gary Parkin		Committee Member



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

Positive Youth CIC

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

Rose Cottage Tadcaster Grammar School Tadcaster LS24 9NB	
Telephone number one	Email address (if applicable)
*removed	positiveyouth@outlook.com
Telephone number two	Web address (if applicable)
*removed	
Fax number (if applicable)	

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
Mr	Stephen	Green
Position or job title		
<i>Director</i>		

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	
Charity	
Voluntary or community group	x

Other	Please describe	Community interest company
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If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	05	Month	01	Year	2015
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	9374004

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Other
(please specify)

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

X

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

Recycle

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

Positive youth has been successful in achieving funding to set up a Bike Library, which would loan bikes on short term basis to children and young people. The funding from Yorkshire Bank managed by Welcome To Yorkshire, enables us to establish the infrastructure of the library, such as promotional material, a contribution towards transport, consumables. However, we would like to expand this work, in line with our wider objectives, to enable us to work with groups of young people to provide them the opportunity to develop skills and knowledge in bicycle maintenance, personal road safety, working in a wide age range, independent learning, personal development and community cohesion.

This will be achieved through working with small groups of young volunteers for approximately 6 weeks, although this will be determined by the individual needs and interests. Each group will work on a range of donated bicycles, to bring them back into safe use. Participants will have the opportunity to work not only on their own bicycle, but those

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intended for community use.

The project will be promoted through our partners in Selby Association of Voluntary Services and local Statutory Services; Family Intervention Teams, Schools, Youth Offending, Social Care, Youth Projects.

- The refurbished bicycles will be offered to children, young people, families and adults, for short or long term loan, as well as given away to individuals who are referred to the project. Bikes will also support the area wheels to work scheme for young people and adults, to support them getting to education and or work.
- To promote a 'greener / environmental' message, by recycling donated bicycles from members of the community and promote Cycling as a fun alternative form of transport. This will be supported by the development of a loan scheme for schools and community groups to run cycling training and activity sessions.
- To respond positively to the rural transport and isolation issues that impact on residents of Selby District part of North Yorkshire.
- To provide opportunities for volunteering and developing community cohesion and intergenerational work.

Tadcaster Grammar School hosts an established community workshop space and storage unit which will be used as main base with satellite projects delivered within local communities dependent on need and interest.

To enable the community and young people to benefit from the project, the project will go to them. The purchase of a van, will enable bicycles to be both delivered to and collected from across Selby District, removing the barrier of poor rural transport, the need for car cycle racks etc. The Van will also be used as a mobile workshop, enabling the project to be based within communities or at venues where young people feel comfortable.

All areas of the project will work with the local community from all ages to engage in a positive programme.

The project will support the Development of the HUB in Selby in partnership with Wigan Trust and Selby District Council. Additionally bicycles will be made available to schools to support Bikeability safety training.

Continue on next page



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	1	Month	January	Year	2016
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Finish date

Day	1	Month	June	Year	2016
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Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: 5.2 – Green Transport	Provide bicycles to those who need them in the community, either as loans or permanently. Each bicycle will come with a helmet and other safety equipment.
Objective 2: 1.5 – the development of Selby Town Park	Working in partnership with Wigan Trust to develop the Cycle Hub in Selby Town – we will be able to provide practical support with the use of our mobile workshop, bicycles enabling the community to participate and support organised activities.
Objective 3: 3.2 – positive activities for young people	To offer bicycle maintenance workshops to groups of young people and where appropriate these will be accredited. These workshops will be free to young people and will be open to all young people including individuals identified by partner agencies (social care, Family



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

	support teams, schools) who it is felt could benefit from additional activities and support.
Objective 4: 3.2 – positive activities for young people	To use the interactions with young people to establish their interests and work in partnership with them to develop appropriate programmes to respond to their needs.

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

The beneficiaries of the Recycle project will be Children, young people, adults and families from Selby, with a particular focus on 11 – 19 year olds. Young people from Selby Town will benefit directly from the project by attending the sessions. The support and discussions generated will provide opportunities for challenging negative behaviour and restorative practices and other engagement tools to be utilised. This in turn will provide the young person with transferable skills that than can be taken into different areas of their life, potentially improving situations at home, within the community, towards education and employment, therefore benefitting not only the young person but those they have contact with.

The impact of youth work demonstrates that the provision of accurate information, advice and the challenging of negative behaviour and attitudes, encourages young people to make positive informed life choices, reducing Anti-social and risky behaviours, benefiting not only the young person, their families and communities. The project will support young people to address a variety of issues face within the area on a daily basis including social isolation; lack of opportunities and facilities. In fact 30% of respondents to our survey of 600 people earlier this year, cited these as one of their issues. Young People will be encouraged to participate in the planning and delivery of the programme, ensuring their needs and interests are met. It will also provide them with the opportunity to develop and implement a range of transferable skills. Young people and members of the local community will be able to Volunteer with Positive Youth gaining skills, acting as role models and building community cohesion.

The project is managed by people drawn from the local community with relevant management and youth sector experience, including representatives from Police, Schools, Youth Sector, Looked After, local residents, young people and Councillors.

Members of the local community of all ages will be encouraged to volunteer, enabling them to develop transferable skills and help direct the development of this new initiative.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

A bicycle recycle project was established in Selby District at Tadacaster Grammar School several years ago. With the change of focus within the North Yorkshire County Councils Children and Young Peoples Service, this project was closed. Building on the success of this project, that worked successfully with young people, predominately those considered hard to reach young men, to reengage them in education and learning, and resolve underling issues, a team of youth workers would like to offer this work again to engage young people living in the Selby town area, with a particular focus on Abbots and Flaxley estates.

During the time the project was open, bicycles were provided to young people referred to the scheme through social care, Targeted Youth Support, Leaving Care, family intervention. The new project will expand this service by loaning bikes for various periods depending on need to children, young people and families, enabling whole family activities, supporting the wheels to work scheme and creating an alternative to cars and public transport. From a consultation carried out earlier this year (2015) where we surveyed approximately 600 young, met with local Parish Councillors, resident groups, Church representatives, schools, police, social workers and parents. 66% of respondents indicated a need for more activities for young people including a wide range of sports and trips

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"The Partnership Board has identified a number of interim priorities ...access to youth and leisure facilities (this could be either provision of more services or help with transport for rural areas), improved access to service, community safety initiatives, projects that improve the environment' (Central CEF 2015). The provision of cycling and workshops will meet this need.

The idea of a cycle hub in Selby Town, currently under consideration by Wigan Trust in partnership with Selby District Council is also evidence that there is a need and desire to provide cycling facilities. Selby has a history of supporting cycling and being a proactive part of the Tour de Yorkshire and encouraging safe green exercises and transport.

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital	9000.00		3 years



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Revenue	24221	1000.00	One year
Total	33221	1000.00	One – 3 years

Are the total costs more than the amount you would like from us?

Yes	x	No	
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If yes, where will you get the other funding from and have you secured it yet?

We have secured £9.680 from Welcome to Yorkshire to establish a bike library for Selby District, with an additional £500 for publicity.

We are applying to Community Engagement Forums across the district, Police Crime Commissioners Fund, Ed De Nuzo Trust fund and the Community Fund.

To provide the project with sustainability, some group work sessions will be charged for to cover costs.

Q.3.2 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Capital

- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

The over all costs = see spread sheet - will be spent on
A van to transport bikes to and from the community – approximately £9000,00 including converting it to a mobile workshop.

Costs of running van, insurance, fuel, tax for a year approximately £2000.00 (will depend on number of bikes lent, number of workshops run)

Insurance – public and business £850.00

Staffing costs to deliver weekly workshops to groups of young people, which depending on the venue, nature of the group will potentially require 2 staff - again this is variable and depends on number of workshops – staffing £25 per hour (includes on costs)

accreditation costs - where appropriate £28 per young person per accreditation with youthtrain, OCN qualifications.

Staff training – bike maintenance qualifications £1250 + vat.

Bike Helmets - £5.00 each per person

lights and reflectors £3.75 per bicycle

consumables – brakes, cables, parts £500

Cost of tools to work on the bikes with young people and volunteers £200

Administration costs; phones, internet, stationary, website £200

The money from Central CEF will be spent on

Staffing costs to deliver 6 workshop – one group, in Central Selby between January and July (2.5 hr session x @£25 per hour x 6) = £375.00

Accreditation costs for 3 yp = £84.00

Helmets x 12 = £60.00

Lights and reflectors x 12 = £45.00

Consumables and tool £200.00

Contribution to insurance, tax, fuel £236.00

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

Positive-Youth C.I.C.

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

Positive-Youth C.I.C.

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

1.2 COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

2.1 The Company is to be a community interest company.

3. Asset Lock²

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: Tamarak Scout Camp, Barlow Common, Selby North Yorkshire
(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body

is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent.)

Charity Registration Number (if applicable): []

Company Registration Number (if applicable): 306101

Registered Office: Yorkshire Wildlife Trust, 1 St Georges Place, York. YO24 1GN

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects³

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to Selby District, North Yorkshire.

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members⁴

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;

7.2 payment of the costs, charges and expenses of winding up; and

7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁵

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate⁶

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

- 11.1.1 to such person or committee;

- 11.1.2 by such means (including by power of attorney);

- 11.1.3 to such an extent;

- 11.1.4 in relation to such matters or territories; and

- 11.1.5 on such terms and conditions;

as they think fit.

- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁷

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.
- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

- 13.2.1 all the Directors agree; or
- 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
 - 13.4.1 the place, day and time of the meeting; and
 - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
 - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
 - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁸
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings⁹

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
 - 15.3.1 to appoint further Directors; or
 - 15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings¹⁰

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.¹¹

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting¹²

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹³

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

- 19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:
- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
 - 19.3.2 not be counted in the quorum for that part of the meeting; and
 - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
 - 20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
 - 20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁴

22. Methods of appointing Directors

- 22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.
- 22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁵

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

24. Directors' remuneration¹⁶

- 24.1 Directors may undertake any services for the Company that the Directors decide.
- 24.2 Directors are entitled to such remuneration as the Directors determine:
- (a) for their services to the Company as Directors; and
 - (b) for any other service which they undertake for the Company.
- 24.3 Subject to the Articles, a Director's remuneration may:
- (a) take any form; and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁷

BECOMING AND CEASING TO BE A MEMBER¹⁸

26. Becoming a member¹⁹

- 26.1 The subscribers to the Memorandum are the first members of the Company.
- 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
- 26.3 Each member of the company shall be a Director.
- 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
- 26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership²⁰

- 27.1 Membership is not transferable to anyone else.
- 27.2 Membership is terminated if:
- 27.2.1 the member dies or ceases to exist;
 - 27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²¹

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²²

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²³

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.

29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:
- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts²⁴

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE
INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

<u>Term</u>	Meaning
1.1 “Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 “Articles”	the Company’s articles of association;
1.3 “asset-locked body”	means (i) a community interest company, a charity ²⁵ or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 “bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 “Chair”	has the meaning given in Article 10;
1.6 “Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 “Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 “community”	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 “Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 “Company”	[] [Community Interest Company/C.I.C.];
1.11 “Conflict of Interest”	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	“Permitted Industrial and Provident Society”	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁴ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁵ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁶ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁷ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁸ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

⁹ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹⁰ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹¹ You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹² Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹³ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁴ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁵ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁶ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁷ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁸ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

¹⁹ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application

form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see: <http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.) Article 26.3 provides that the Directors are also members of the company.

²⁰ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²¹ The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²² Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²³ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁴ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.) On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁵ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”

Aims and Objectives

To develop a service to engage young people aged 11-25 years in a range of positive activities that supports and improves their educational and social experiences and gives them skills for greater opportunities that enhances their life skills and opportunities. We aim to achieve this by:

offering targeted programmes, open access provision, NEET to EET workshops, to young people in the locally district who need and want a supportive, but challenging service?

Identifying areas of needs within the Selby district and working together with partner agencies to engage young people.

Liaising with local providers, employers and education establishments to work together to provide opportunities for this within the area.

To provide holiday provision to continue engagement when young people are not 'monitored' or seen by other providers regularly (bridging the gap).

To promote education for all, regardless of the route taken (formal or informal)

To employ staff and volunteers as necessary to conduct activities to meet the aims within this constitution.

Membership

The groups and activities will be open to young people aged 11-25 years as long as the engagement continues to be a positive and where necessary a challenging experience where everyone adheres to the rules- or be willing to accept the consequences and work with staff to address the situation.

Clubs within the service will receive an income via a small payment to allow ownership of the young people who attend. Partner agencies will pay for young people they work with to attend programmes and clubs.

Management Committee

The committee will be appointed initially due to their background and experience with young people, families and services within the local area and meetings will be held bi monthly.

Committee members can resign at anytime and new members will be elected when needed and from the local area. If any issues arise an emergency meeting will be called to discuss concerns and issues.

The committee will comprise of:

- A chairperson
- A Treasurer
- A secretary

Meetings

Meetings will be held to discuss current projects and daily activities Meetings will be held bi monthly and all those involved will meet to discuss and evaluate current and future affairs. A separate meeting will only be held regarding financial and other issues when and if needed.

Equal Opportunities

The Will not discriminate on the grounds of genders,race,colour,ethnicity or political belief, but we will challenge appropriately those showings signs of concerns whether through verbal or non verbal actions.

Finance

We will have:

- an organisational bank account

- An accountant employed annually

- Day to day monies in putted by spreadsheet and main project staff will be responsible to keep up to date records

- Main employees and treasurer will be cheques signatories and only two will be need at any one time

- Paid staff

Alterations

Any changes to this constitution must be agreed by a majority vote at a special general meeting.

Dissolution

The group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts shall be returned to their providers or transferred to local charities or similar groups at the discretion of the committee.

Signed

Chairperson – Amanda Crossley

Secretary – Michelle Hutchinson

Treasurer – Steve Green

Monthly Sales Forecast

Name _____

positive youth

Year 1

Product/Service	Ave income	Month												Gross Profit	GP%				
		Cost/ out goings	sep	oct	nov	dec	jan	feb	mar	apr	may	jun	jul			aug	Income	Cost	
one to one	£ 15.00	£ 12.50	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	234	£ 3,510	£ 2,925	£ 585	17%
trips out as group	£ 20.00	£ 4.65													36	£ 720	£ 167	£ 553	77%
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
Income per month to CFF			£ 270	£ 270	£ 360	£ 180	£ 270	£ 270	£ 270	£ 510	£ 300	£ 360	£ 360	£ 600	270	£ 4,230	£ 3,092	£ 1,138	27%
Cost per month to CFF (stock purchases)			£ 225	£ 225	£ 300	£ 150	£ 225	£ 225	£ 225	£ 281	£ 300	£ 300	£ 300	£ 366	£ 3,092				

based on one youth club 25 members attending weekly
note yc running term time

need to consider costs

notes - no grants in this money - eg CEF, National Bike Project.

Year 2

Product/Service	Ave Spend	Month												Gross Profit	GP%				
		Cost	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			Aug	Income	Cost	
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12		£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
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															0	£ -	£ -	£ -	#DIV/0!
															0	£ -	£ -	£ -	#DIV/0!
Income per month to CFF			£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	#DIV/0!
Cost per month to CFF (stock purchases)			£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	#DIV/0!

Business Name Positive Youth

Year 1

Month	Pre Start	sep		oct		nov		dec		jan		feb		mar		apr		may		jun		july		aug		Totals							
		Month 1	Expected	Month 2	Expected	Month 3	Expected	Month 4	Expected	Month 5	Expected	Month 6	Expected	Month 7	Expected	Month 8	Expected	Month 9	Expected	Month 10	Expected	Month 11	Expected	Month 12	Expected	Month	Expected	Month	Expected				
Own Cash	750																																
other grants - one to one		270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270			
Tadcaster Grammar School		200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200			
trips out as a group		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
bike fund		9690																															
bike library publicity		500																															
Total Income	750	10650	470	470	470	470	470	470	470	470	470	470	470	470	470	470	710	710	710	560	560	560	560	800	800	18900	18900						
Stock Purchases / resources		500	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100		
helmets to give away		50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50		
Rent & Rates		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Premises Costs		200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	
Insurance for bike library		50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	
Insurance: public & accident		40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	
Wages - Staff		9000	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	900	9000	
trailer - boxvan		9000																															
Motor Expenses		200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	
Phone / Internet		30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	
Advertising		500																															500
Print / Stationery		40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	480	
accreditation		78	0	78	0	78	0	78	0	78	0	78	0	78	0	78	0	78	0	78	0	78	0	78	0	78	0	78	0	78	0	546	
Loan Repayments																																0	
Bank Charges																																0	
Professional Fees & training		125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	1500	
Equipment		1300																															1500
website			400																													400	
Drawings/Salary																																0	
Provision for Tax																																0	
Total Expenditure	0	13013	2135	1813	1735	1835	1813	1735	1813	1835	1813	1735	1813	1735	1813	1735	1913	1913	1735	1735	1735	1813	1813	1768	1768	33221	33221						
Income less Expend	750	-2363	-1665	-1343	-1175	-1443	-1365	-1025	-1343	-1365	-1025	-1343	-1365	-1025	-1343	-1365	-1203	-1203	-1175	-1175	-1253	-1253	-968	-968	-16321	-16321							
Opening Bank Balance	0	750	-1613	-3278	-4621	-5796	-7239	-8604	-9947	-10972	-12175	-13350	-14603	-15571	-16321	-17175	-18000	-18875	-19800	-20775	-21800	-22875	-23900	-24975	-26000	-27075	-28100	-29175	-30200	-31275	-32300		
Closing Bank Balance	750	-1613	-3278	-4621	-5796	-7239	-8604	-9947	-10972	-12175	-13350	-14603	-15571	-16321	-17175	-18000	-18875	-19800	-20775	-21800	-22875	-23900	-24975	-26000	-27075	-28100	-29175	-30200	-31275	-32300	-33321		

NP
Draw + Tax
Taxable

Personal Expenditure
Housing
NEA
Drawings required

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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notes
10000+ to apply for
to support young adults PIP
in kind - workshop space
mountain bike trips - holiday provision
Yorkshire Forward grant for bike library
in kind from yorkshire forward

break cables, gears, seats, inner tubes...
to promote safe use, provide each child with a helmet for free - not included in YF requirements
in kind tadcaster grammar

3 groups a week - 9 hrs @ 25 (includes on costs) - limited by funds
4200 from yorkshire forward
monthly tute costs and servicing

youthtrain - OCN = £26 pp - based on 3 yp - but could be more if each group accredited

level 3 bike tec course -
bike stand and tools for mobile workshop / van for community use.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

APPLICATION FORM

(Please note sections one-three of this application will be published on the Selby District Council website as part of the CEF Partnership Board agenda and will therefore be publically available.)

Section one: About your organisation

Q1.1 Organisation name

What is the full legal name of your organisation, as shown in your governing document? If your organisation is also known by different name in your day-to-day work, please put this in brackets. For example: The Baron Neighbourhood Association (known as 'BNA'). Please check this - if the full legal name is incorrect, it may delay your application.

MAGNETIC ARTS

Q1.2 Organisation address

What is your organisation's registered address, including postcode?

c/o YORK CVS PRIORY STREET CENTRE YORK YO1 6ET	
Telephone number one	Email address (if applicable)
[REDACTED]	info@magnetic-arts.co.uk
Telephone number two	Web address (if applicable)
[REDACTED]	www.magnetic-arts.co.uk
Fax number (if applicable)	
—	

Q1.3 Main contact details for the project

Give us the details of the person in your organisation that is the main contact for your project.

Name of contact



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Title	Forenames (in full)	Surname
	VANESSA	LANGFORD
Position or job title		
DIRECTOR		

Q1.4 Organisation type

Your organisation will not be eligible for funding if your organisation is any of the following:

- part of the private sector;
- a Parish council that raises its own precepts
- a school
- a statutory service or other public body

What sector does your organisation fit into?

Social enterprise	<input type="checkbox"/>
Charity	<input type="checkbox"/>
Voluntary or community group	<input checked="" type="checkbox"/>

Other	Please describe	
-------	-----------------	--

If we give you a grant we may need your solicitor to confirm that, under your governing document, your organisation has the legal power to run the project.

When was your organisation set up? Give the date when your organisation adopted its current legal status. This should be on your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give us an approximate date.

Day	5 th	Month	5	Year	2011
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Q1.5 Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so, please write it below. If your organisation is unincorporated and not registered as a charity, please tick the box provided.

Charity number	
Company number	7648367.



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Other
(please specify)

If you are an unincorporated association and not registered with the Charity Commission, please tick this box and send us a copy of your governing documents (for example, constitution or set of rules) with your application.

Section two: About your project

We have included some notes to help you answer the application questions. We will only assess your application if you answer all our questions. We've set word limits to show you how much information we are expecting in your answers.

Q2.1 What is the name of your project?

Try and keep your project name short and snappy, something like, Youth Matters. If you haven't thought of a name for your project, you can use your organisation's name.

SELBY SUPPORTIVE ARTS

Q2.2 What does your project involve? (no more than 500 words)

- Summarise what you plan to do, using straightforward language.
- Make sure you include your main project activities and describe how you'll deliver them.
- If you are working with other organisations to deliver your project tell us who you are working with and what their role on the project will be.

① Magnetic Arts is a 'not for profit' social enterprise run by experienced art development workers, based in York and working in the region. We match people with our arts projects to improve mental health. We work in partnership with other organisations to develop new creative provision to meet the needs of their service users.

② This is an application to continue Selby Supportive Arts 2015 - an art project that runs at Selby Town Hall every Tuesday



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Continue on next page

Q2.2 What does your project involve? (500 words) continued.

and is aimed at current and former mental health service users in Selby. It has attracted an average of 8-10 people per week. It aims to fulfil the objectives of the organisation as outlined above

③ The existing Selby Supportive Arts Project has enrolled 16 members of whom roughly 3/4 would attend in any week. These are current/former mental health service users, a number of whom have been referred to our project by the Selby Community Mental Health Team and NYCC's Community Recovery Team (although contact with these statutory services is not required).

④ The project involves participation in fine arts activities led by experienced facilitators. Examples of work produced at Magnetic Arts Projects can be seen on our website.

Q2.3 When are you planning to start and finish your project?

You only need to provide estimated dates at this time. We accept they may be subject to change.

Start date

Day	5 th	Month	JANUARY	Year	2016
-----	-----------------	-------	---------	------	------

Finish date

Day	23 rd	Month	FEBRUARY	Year	2016
-----	------------------	-------	----------	------	------

Q2.4 Which key objectives in the Central Community Development Plan will your project meet? (no more than 500 words)

If your project will result in two key changes then all you need do is list those two objectives. Giving two or three will not in any way reduce your application's chance



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

of success so don't be tempted to add unnecessary outcomes just to fill the box on the form.

For each objective, tell us how you will achieve it.

Your project must directly help to deliver one or more of the objectives of the <inset area> Community Development Plan.

Which objective?	How will you achieve this?
Objective 1: HEALTH AND WELL BEING (KEY OBJECTIVE 4)	WE WILL FOCUS ON TWO ASPECTS OF THE CDP'S KEY OBJECTIVE 4 (SEE BELOW).
Objective 2:	
Objective 3:	
Objective 4:	

Q2.4 Continued.

"What are we going to do? - To raise awareness and break down barriers around community health and well being and encourage practical support activities" - Community Development Plan, Selby Central Area 2015-16.

If we specified community mental health, the above could almost be a mission statement for Magnetic Arts and hence the Selby Supportive Arts Project. We regard those with mental health problems as a very much stigmatised group. Raising awareness of this and breaking down the barriers around mental illness are part of our raison d'être.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Who will benefit from your project and how will they be involved in developing and running it? (no more than 500 words)

Beneficiaries could be all the people, communities and organisations living in a geographical area or all those with similar interests or needs, for example, young people or people who share an ethnic background.

Tell us how you plan to involve your beneficiaries. There are lots of ways of involving people in planning your project. For example:

- by setting up user groups to give feedback on your plans and plan activities
- by holding consultation days or open meetings
- by having people who use your project on your management committee
- by getting people who will use the project to help design it.

You could involve people in running your project by:

- getting them to join your management committee
- encouraging them to volunteer with your project
- getting them to take part in an evaluation of your project
- letting them run part of the project.

CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Our project is targeted on people with mental health problems: either current or past users of adult mental health services. We have publicised 'Selby Supportive Arts' via Selby AVS, the Rowtree Trust, Mind and the Community Mental Health Team and Community Recovery Team in Selby. It is from the latter two agencies that we have received most of our referrals. The project can be attended by support workers (as has frequently happened).

The management committee of Magnetic Arts includes people who have had mental health problems. The project itself, like all Magnetic Arts projects, operates in a friendly, participatory and low key manner. Like all Magnetic Arts projects, evaluation of the project, by users of the project, is an essential ingredient.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Q2.5 Continued.

Q2.6 How do you know there is a need for this project in the community? (no more than 500 words)

Describe the evidence you've gathered from:

- the success of any previous work you've done, including any pilots
- any consultation you or others doing similar work have carried out with the people who would benefit
- research you or others have completed to show that there are gaps in provision or a need to enhance existing services.

Make sure that any research or consultation you have done is relevant and less than two years old.

You should refer to relevant statistics, plans or strategies.

Consultation

You need to tell us who you have consulted with, what methods you used and when the consultation took place. It should be clear that consultation with stakeholders, users and potential beneficiaries has influenced your project. If you can't consult with the people that you want to help, tell us why.

Question 2.6:

It has been estimated that 1 in 4 people will experience a mental health problem each year (by Mind, the national mental health charity). As the total population of the Selby central area is over 20,000, there is, potentially, a large constituency for mental health services. The Selby Supportive Arts Project focuses on people who have had contact with secondary mental health services, which is a smaller number. We deal with people who have a range of problems, but the most common would be depression and anxiety, which affect 2.6 and 4.7 people respectively out of 100 each year (according to Mind). In addition, the benefits of our project extend to carers and we believe our work is a positive help to them as it may lead to the recovery of their loved ones from mental illness.

The support of the Selby CMHT and Selby C.A.T., both of whom have referred their clients to us, indicates a belief in the efficacy of our approach as an aid to recovery.

Finally, as this is an application to extend an existing project, we know from the attendance we have already achieved that there is a demand for this service and, also, that attendees are very keen to see it continue.



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

Section Three: Project finances

You should apply for the amount you need to deliver a successful project.

Q3.1 How much will your project cost and how much would you like from us?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Capital costs include buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer
- Include any overheads you want us to fund in your revenue costs.
- Please ensure you can evidence how you have obtained value for money.

Make sure you include:

- funding from other sources that you need to deliver your project
- VAT costs even if you can recover VAT.

If you're asking us for all the costs make sure the total cost and amount from us is the same.

	Total cost (£)	Amount from Community Fund	What period is this for?
Capital			
Revenue			
Total	£ 1550	£ 750.	8 weeks from Jan 2016

Are the total costs more than the amount you would like from us?

Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	-------------------------------------	----	-------------------------------------



CENTRAL AREA COMMUNITY ENGAGEMENT FORUM APPLICATION FORM

If yes, where will you get the other funding from and have you secured it yet?

We have already been awarded £800 by the 'Selby Big Local' specifically for this project. We are, therefore, seeking an additional £750.

Q3.2 How have you worked out your costs? (no more than 250 words)

Tell us:

- What you plan to spend your grant on
- What your costs are based on, for example, quotes, estimates, or what it has cost before
- Why you need funding for this length of time.

Examples of costs you could include:

Revenue

- The salaries of one full-time project manager and two part-time project workers
- Venue hire to deliver workshops
- Travel costs for staff and volunteers

Overheads

- A contribution towards the rent and utilities of an office building

Capital



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- Laptops for staff
- Building and engineering works required for the delivery of the project
- Refurbishment costs.

We expect you to be able to justify the length and the cost of the project. We should be able to understand the reasoning behind your budget.

Proposed Budget

Staff Costs £800

Venue Hire

C Selby Town Hall Meeting Room) £360

Materials £200

Publicity & Admin £90

'Co-ordination' £100

(i.e. Development work for the Project: liaising with referral agencies, evaluation & report writing)

£1550

Minus already raised

£800

£750